Map Accounting Codes to OTC Endpoints

To assign or remove an endpoint mapping, complete the following steps:

1. Click the **Administration** tab.

2. From the **Manage Organizations** menu, select **Accounting Codes** and click **Modify OTC Endpoint Mappings**. The *Step 1 of 4: Select OTC Endpoint* page appears.

3. Select the OTC Endpoint for the accounting code endpoint mapping you would like to assign or remove. The *Step 2 of 4: View Assigned Accounting Codes* page appears.

> **Application Tip**
>
> If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

4. Click **Assign Mappings** to assign an accounting code to an OTCnet Endpoint. The *Step 2 of 4 Continued: Search and Assign Accounting Codes* page appears.

    or

   Click **Remove Mappings** to remove an accounting code from an OTCnet Endpoint. The *Step 3 of 4: Remove Accounting Codes* page appears.

5. Assign or remove an accounting code to or from an OTCnet Endpoint.

   To **Assign Mappings** to an OTCnet Endpoint,
   - Enter the **Accounting Code (Starting With)** search criteria, *optional*
   - Enter the **Description (Contains)** search criteria, *optional*
   - Click **Search**, *optional*

> **Application Tip**
>
> All accounting codes that meet your search criteria and are not assigned to your OTC Endpoint display on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

> **Application Tip**
>
> If an Agency has identified accounting codes as a **Treasury Account Symbol (TAS)**, only **TAS** identified as **Valid** by **Shared Accounting Module (SAM)** will be available for mapping to an OTC Endpoint.

- Check the **Assign** box(es) for the accounting codes that you want to assign
- Click **Next** (Proceed to *Step 3 of 4: Assign Accounting Codes*)

    or

    To **Remove Mappings** from an OTCnet Endpoint,
- Check the **Remove** box(es) for the accounting codes that you want to remove
- Click **Next** (Proceed to *Step 4 of 4: Review Accounting Codes from Endpoint*)

6. The *Step 3 of 4: Assign Accounting Codes page appears.* Review and verify the accounting code(s) you would like to assign and click **Next**. (Proceed to *Step 4 of 4: Review Accounting Codes to Endpoint*)

> **Application Tip**
>
> Check the **Remove** box(es) and click the **Update** button to delete the OTC Endpoint mapping for an accounting code.

> **Application Tip**
>
> A mapped accounting code is not eligible for removal if a batch is associated with a transaction within an active batch that is **Open**, **Closed**, or **Approved** or a deposit that is in **Draft** or **Awaiting Approval (AWAP)** status. An error message will be displayed to a user if this scenario occurs.

7. The *Step 4 of 4: Review Accounting Codes to Endpoint* page appears. Confirm the information is correct and click **Submit** to assign the accounting code(s) to the OTC Endpoint.

    or

    The *Step 4 of 4: Review Accounting Codes from Endpoint* page appears. Confirm the information is correct and click **Submit** to remove the accounting code(s) from the OTC Endpoint.

8. A *Confirmation* page appears showing that the accounting codes have been assigned to or removed from the OTC Endpoint.

> **Application Tip**
>
> Additional buttons on the page help you perform other tasks:
> - Click **Return Home** to return to the OTCnet Home Page.
> - Click **Manage Additional** to manage another accounting code.